

Student Learning Device Program Guide

For Parents & Students

A guide for the productive and responsible use of devices



*Our mission is to produce high-achieving students.
Our vision is that our school district will be world class.*

LEARNING DEVICE PROGRAM GUIDE

DEVICE LOAN PROGRAM

Device Type

The Houston County School District selected the Google Chromebook (referred to as "Chromebook" or "device") for students in grades 1 -12. This device runs the Google Chrome Operating System. It comes with built-in speakers, USB ports, a camera, and a headphone jack. This device primarily operates while connected to the Internet, and most applications and documents are stored in either the Google cloud storage system or Office 365. The cloud storage system refers to an Internet based storage system that houses applications, documents, software, and services that run on the Internet instead of the individual computer. The Chromebook allows users offline ability to access, edit, and save items on Google Drive and/or Microsoft One Drive. All devices come with preloaded educational applications, resources, and security features managed by the HCSD through the Google Console.

In addition, the District will provide a limited Accidental Damage Protection (ADP) Plan to protect the device against most accidental drops, spills, bumps, and structural failures incurred under normal operating conditions or handling. The ADP excludes improper use/mal-intent/intentional damage. In general terms, damage to a device as a result of obvious intentional abuse by a user, a device that has been submerged in liquid (rendering it unrepairable), a crushed device (rendering it unrepairable), or a device otherwise damaged as a result of use outside the district's Acceptable Use Policy would be excluded from ADP coverage. The ADP does not cover replacement of a lost device and/or accessories. Parents/guardians may be charged for damages to their student's device, not covered by the ADP as set forth herein.

Parents/guardians may purchase optional coverage from HCSD to cover the replacement costs associated with the student's assigned device in the event of theft. More information regarding this coverage may be found on the included flyer.

Device Assignment

Students in grades 1 - 12 will be issued a designated Chromebook, an always-on protective carrying case, and a power adapter.

DISTRIBUTION AND COLLECTION

- Students should not share their device with other students and/or family members for personal use.
- Students in grades 3 - 12 are expected to transport their fully charged device to and from school each day. Students in grade 2 will transition to this during the school year. Students in grade 1 will keep their device at school except for days designated by the district.
- Each Chromebook will be barcoded and entered into an asset management system. Students may not tamper with and/or remove asset management labeling.

- HCSD configures each device such that it may be accessed only by entering a username and password issued by the HCSD. Non-HCSD usernames will not work on these devices. Manipulation of the device's security and/or restricted username process is a violation of the HCSD Acceptable Use Policy and may result in termination of the student's eligibility for the 1:1 program.
- All students will complete Digital Citizenship lessons to ensure that they engage in positive, safe, legal, and ethical online behavior while participating in the 1:1 program.
- Students may not affix any type of adhesive labels and/or stickers on the device nor its associated accessories.
- The device and its associated accessories, HCSD-issued email account, and cloud storage are the property of the HCSD and as a result may be subject to inspection by the HCSD at any time. *Students and their parents/guardians should not expect privacy of content found on HCSD-owned devices, nor the HCSD supported email and cloud storage services.*
- The device and its associated accessories must be returned to the HCSD, when requested, in satisfactory condition. Devices and its associated accessories are in satisfactory condition if they show no signs of intentional, extensive damage or misuse of the exterior physical devices, the internal compartments and hardware, and all HCSD installed programs, applications, security settings, and programs are unchanged and operational.
- The device and its associated accessories are subject to inspection prior to collection. If damage is detected, the student's account may be fined as outlined in this guide.
- The device and its accessories must be returned immediately when students transfer out of the district, withdraw, or terminate enrollment for any reason. All stored data on their HCSD provided cloud-based storage accounts and their assigned devices will be deleted.

TERMS AND CONDITIONS

Condition of Use

As a condition of using the device and its associated accessories, the student agrees to use the device to create, access, and/or share digital content intended for educational purposes only. Students agree to reasonably and appropriately use the device such as not to cause intentional and/or extensive damage to the device, its software, applications, its operating system, the school's network, or its associated accessories.

Title

Legal title to the device and its accessories belong to the Houston County School District. Students and their parents/guardians understand and agree that students are granted permission by HCSD to possess and use the device and its accessories, which are limited to and contingent upon full and complete compliance with the HCSD Student Handbook and the HCSD Acceptable Use Policy (AUP). Students and their parents/guardians understand that students should not expect the right to privacy for any content contained in the device or stored in the cloud-based storage system by the student. HCSD may at any time access and inspect all student activity, documents, emails, applications, and downloaded software whether online or stored on the device.

Terms of Use

Students must comply at all times with the HCSD Student Handbook, HCSD Acceptable Use Policy (AUP), and this guide. Any failure to comply with the policies and procedures of HCSD and/or any violation of this guide may result in the termination of a student's possession of the issued device and associated accessories, and the device and associated accessories must be immediately returned to the designated school personnel.

Term of Agreement

Students and their parents/guardians agree that the student must return the device and its associated accessories to the designated school personnel when requested. The student and their parents/guardians understand and agree the student must immediately return the device and its associated accessories if any of the following apply: the student transfers to a school that differs from the school that issued the assigned device and accessories; the student withdraws from HCSD; the parents/guardians or student terminates enrollment in HCSD for any reason; or HCSD unilaterally terminates the student's permission to possess the device and the associated accessories at the District's sole discretion and authority. The student and their parents/guardians agree that HCSD may terminate a student's eligibility for the student learning device program due to the student's failure to comply with the terms of use or for any reason at the sole discretion of HCSD. Failure to return the device and associated accessories to the designated school personnel at the issuing school in a timely manner and/or continued use of the device and associated accessories for non-educational purposes may be considered theft, and the parents/guardians will be responsible for compensating HCSD for the cost to replace the device and the associated accessories.

Notice of Waiver to Transport Device Home

Unless the parent/guardian requests otherwise, students in grades 3 - 12 must transport their assigned device to and from school. If the parent/guardian wishes to waive the opportunity to transport the device to and from school, notification must be filed in writing within 30 days of the beginning of the school year or the date of enrollment. Regardless of parental waivers, to ensure an equitable learning experience, all students are required to use HCSD assigned student learning devices to access, create, and share educational content at school.

Reporting Loss, Theft, and Damage

Students must immediately report any lost, stolen, or damaged device and/or its associated accessories to the designated school personnel. For stolen devices, parents/guardians must also immediately file a police report. Devices may sometimes be tracked through the Google Console; however, in the event that the device and associated accessories are not recoverable and/or sustain damage not covered by the ADP, students' parents/guardians are responsible for the replacement cost of the device and its accessories. A student may also be subject to discipline as set forth in the HCSD Student Handbook, and lose the opportunity to participate in the learning device program if it is discovered that the student intentionally damaged the device and/or its accessories or allowed another person to take possession of the device without approval from HCSD.

REPLACEMENT OF MISSING ACCESSORIES (Power Adapters and Always-On Cases)

Lost and/or stolen power adapters and always-on cases are not covered by the technology protection plan. These items may be purchased through the school. The power adapter is \$25, and the always-on case is \$25. Replacement items purchased will be shipped to the appropriate schools.

DEVICE EXPECTATIONS AND GUIDELINES

OVERVIEW
<p>This section outlines district-level expectations and guidelines to establish an awareness of the responsibilities students accept when they use HCSD devices and associated digital resources/tools.</p>
<p>All technology use must:</p> <ul style="list-style-type: none">• Support learning and teaching• Follow the Digital Citizenship Pledge• Adhere to the Acceptable Use Policy• Prepare students for college, career, and life readiness• Follow the HCSD Student Code of Conduct and all local, state, and federal laws
DIGITAL CITIZENSHIP PLEDGE
<p>Students are asked to follow the Common Sense Media, Digital Citizenship Pledge while using their assigned devices. This pledge includes the following student expectations:</p> <ul style="list-style-type: none">• Protect private information for myself and others• Respect myself and others in online communities• Stay safe online by listening to my gut feelings• Stand up to cyberbullying when I see it happening• Balance the time I spend using media and doing other online activities• Give proper credit when I use others' work

SECURITY AND PRIVACY

EXPECTATIONS

In today's digital society, it is imperative that students protect their digital footprint. A digital footprint is the record or trail left by the student's online activities, such as their social media activity, personal blogs and/or websites, browsing history, cloud storage, email accounts, photo galleries, and uploaded videos. Essentially, their digital footprint is anything on the Internet with their name on it. HCSD strongly encourages students to follow Internet safety guidelines and to protect their digital footprint at all times.

GUIDELINES

- Do not share logins or passwords. (Exception: Students should share passwords with parents or guardians.)
- Do not bypass the school web filters and security settings.
- Do not share or post any personally identifiable information about themselves or others that could help someone locate or contact them. This includes such things as email address, full name, home or school address, phone number, parent or guardian names, or school name.
- Do not use or develop programs and/or content to harass others, hack, or change others' files.

DIGITAL CONTENT

EXPECTATIONS

Students may create, access, and/or share digital content intended for educational purposes as a part of a lesson or learning opportunity only. Students are strongly encouraged to store all digital content within the District's approved Google Drive and/or Office 365 as directed by their teachers. The HCSD Technology Department manages and supports both Google Drive and Office 365 in compliance with all local, state and federal laws.

GUIDELINES

- Digital content must be school and age appropriate.
- Students may not utilize the device to access, create, and/or share inappropriate content/materials. Inappropriate content may include, but is not limited to, explicit or implicit references such as the following:
 - Alcohol, tobacco, or drugs
 - Gangs
 - Obscene language or nudity
 - Bullying or harassment
 - Discriminatory or prejudicial behavior
 - Violent or any other inappropriate behavior
- Students must immediately inform a teacher, other adult staff member, and/or parents/guardians if they receive an electronic comment, communication, or image that the student believes is inappropriate.

AUDIOVISUAL RECORDINGS

EXPECTATIONS

Students may create, produce, and/or share multimedia content intended for educational purposes as a part of a lesson or learning opportunity.

GUIDELINES

- All audiovisual recordings and pictures created, produced, and shared on HCSD devices and/or network are subject to district policies as well as local, state, and federal laws.
- Do not photograph, record video, or create an audio or video recording of another person without that person's knowledge or permission.
- Do not email, post to the Internet, or electronically send images, video, or audio of other individuals without their written permission.
- Audiovisual recordings and photography are strictly prohibited in locker rooms, restrooms, and areas considered private.
- Do not use the camera or microphones to embarrass, bully, or harass anyone in any way.

LISTENING TO MUSIC AND WATCHING VIDEOS

EXPECTATIONS

Students may listen to music and/or watch videos intended for educational purposes as a part of a lesson or learning opportunity.

GUIDELINES

- Do not stream music, videos, and/or movies while at school without permission from school personnel.
- Music, videos, and/or movies must adhere to the HCSD Student Code of Conduct and HCSD Acceptable Use Policy.
- Mute sound at all times unless otherwise directed by the teacher.
- Use earbuds or earphones at an appropriate adjusted volume that will not disrupt the instructional environment.

GAMING AND APPS	
<p style="text-align: center;"><u>EXPECTATIONS</u></p> <p>Students may play District approved games and applications intended for educational purposes as a part of a lesson or learning opportunity.</p>	<p style="text-align: center;"><u>GUIDELINES</u></p> <ul style="list-style-type: none"> ● Only software applications that are District approved may be downloaded on the device. ● Games and apps must adhere to the HCSD Student Code of Conduct and HCSD Acceptable Use Policy. ● The content of the game must be school and age appropriate. ● Students must receive permission from teachers or administrators in order to play online games and apps at school. ● The game is in support of education.
DEVICE CARE	
<p style="text-align: center;"><u>EXPECTATIONS</u></p> <p>Students are responsible for the general care of the device and its associated accessories. Students are responsible for all activities conducted while using their assigned device or whenever their assigned school login is used to access and use any other device regardless of the location in which the use and online activity took place.</p> <p>Devices that are damaged or fail to work properly must be immediately reported to the school's designated staff member for evaluation and repair.</p>	<p style="text-align: center;"><u>GUIDELINES</u></p> <p><u>Care of Device at School:</u></p> <ul style="list-style-type: none"> ● Bring the device fully charged to school each day. ● Keep the device in its always-on protective case at all times. ● Swipe the keyboard to remove debris before closing the lid. ● Lock the screen on the device before walking away or changing classes. ● Never pile things on the device or place the device in the bottom of a locker. <p><u>Traveling To and From School:</u></p> <ul style="list-style-type: none"> ● Do not leave the device in a vehicle. ● Immediately report the theft or loss of a device to a school official and parents/guardians. <p><u>Care of Device at Home:</u></p> <ul style="list-style-type: none"> ● Charge the device fully each night. Note: The power adapter should remain at the student's home. ● Protect the device from extreme heat or cold, food and drinks, small children, and pets. ● Have a designated place at home to store the device.